Guide

Before you start…

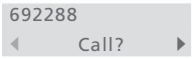
How to use this Guide

Use this Key to identify what a button or status display looks like in an instruction sequence.

Buttons on the handset...

◌	The wheel
≣	The Calls list button, which gives access to the list of outgoing and incoming calls
OK	The button in the middle of the wheel
☎	The phone button, which starts or ends a call
0 – **9**	The digit buttons

The handset display...



A black arrow indicates that more options are available if you turn the wheel in the direction shown – clockwise for right, and counter-clockwise for left. A grey arrow indicates that no more options are available in the direction shown.

Contents

Get started with BeoCom 4, *4*
Find out how to connect the base to the telephone line and to the mains, set the time and date, charge the battery, interpret the indicator light, use the buttons and navigate using menus on the display. The chapter also contains information about maintenance and accessories.

Daily use, *10*
Find out how to make and answer calls, adjust the volume, mute the microphone, store a number and name in the Phonebook after a call, use the Calls list, display information about new, unanswered calls and lock the handset keypad.

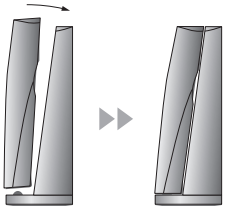
Use the Phonebook, *17*
Find out how to enter, edit and delete names and numbers in the Phonebook, store numbers from the Calls list, and call and store extension numbers.

Preference settings, *22*
This chapter includes an overview of the *Settings* menu, which allows you to select the ringer melody and ringer volume, give the handset a name, set the clock, cancel the display of new calls and choose a display language.

Important information about BeoCom 4, *23*
This chapter contains technical data, conditions of the product guarantee and other important information about your phone.

Index, *26*
Find the specific subject you want to know more about.

Get started with BeoCom 4

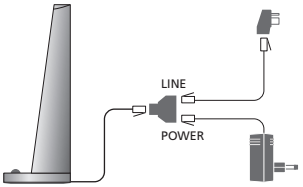


Placement

Place the base on an even, horizontal surface. The phone should not be placed in damp, dusty or polluted surroundings and should not be directly exposed to liquids or sunlight. Avoid the charging contacts touching metal or greasy parts.

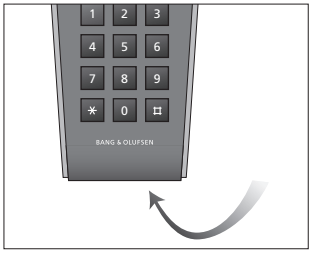
The phone is designed for use in dry, domestic environments only, with temperatures of 0–45°C and relative humidity of 15–95%.

Clean your phone using a soft, damp cloth with a few drops of mild detergent added.



Connection

To be able to use your phone, you must connect it to your telephone line and to the mains as shown. If the mains adaptor is not plugged in, or if the power supply is cut off, your phone will not function. Make alternative arrangements for access to emergency services.



When you connect a headset, 'Headset connected' appears briefly on the display.

Connect and use a headset

Connect a headset to the socket on the handset. You can then answer incoming calls by pressing any button – with the exception of the C button – on the handset keypad. Place a call as described on page 10.

An optional headset can be purchased from your Bang & Olufsen retailer.

Charge the handset battery

When the handset is placed in the base, the battery is charged if necessary. For safety reasons, the battery is not charged when packed, so you must charge the battery for at least 20 minutes before using the phone.

About charging…
- The base must be connected to the mains.
- It takes four hours to fully charge the battery.
- Talk-time per charge is approximately 12 hours.
- Standby time per charge is approximately 150 hours.

The handset controls battery charging, so you can always place the handset in the base after use, even if the battery does not need recharging. Leaving the handset in the base does not reduce the lifetime of the battery. Should it be necessary to replace the battery, please contact your Bang & Olufsen retailer.

When the battery requires charging, a message appears on the display, and the handset beeps during calls. To both stop the signal and remove the warning message from the display during a call, press C.

Set the time and date

After you connect the base to the mains and the telephone line, the display prompts you to set the time and date. The time is shown when the phone is not in use and when there is no new information in the display. Time and date are also shown with call information in the Calls list.

◂ Information ▸
OK

'Information' appears in the display. Press OK to view the information

◌

◂ Clock not set ▸
OK

Turn the wheel until 'Clock not set' is shown and press OK

◌

Turn the wheel to set the year

OK

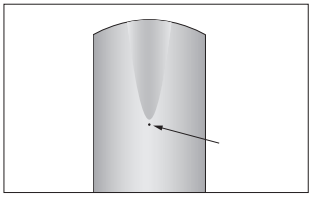
Press to store and move to the next setting

Complete the setting of the clock…

OK

Press to store the selected settings

Phone feedback – indicator light

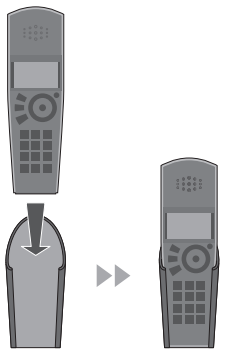


The indicator light is located on the back of the handset.

The indicator light flashes red when…

- The phone rings
- There is information in the *Information* menu. Refer to page 9 for a description of the *Information* menu
- The line is in use by another phone
- New unanswered calls are registered. Refer to page 15 for further information
- You have an active call

Use the belt clip



A belt clip for your phone is available from your Bang & Olufsen retailer. Put the handset in the belt clip and take the phone with you around the home or office.

Handset buttons

Access the Calls list. The Calls list contains the most recent outgoing and incoming calls	≣
Turn the wheel to search in the Phonebook, the Calls list and the menu system. During a call, turn the wheel to adjust the volume	◌
Access menu options on the display, and accept and store entries or settings. Press and hold to switch the handset off, and press briefly to switch it on	**OK** (wheel middle)
Mute the ringing of a single incoming call, or delete the most recent entry. Press to go back to a previous menu, or press and hold to exit a function completely	**C**
Start and end a call	☎
Digit buttons for entering telephone numbers	**0** – **9**
Used in telephone numbers, for Call Forwarding and other automated services	✳ ⌗
Used with certain automated services, and when BeoCom 4 is used with a switchboard	**R**

The display is illuminated when the handset is in use.

The handset display

The primary function of the display is to keep you informed before, during and after a call. The display informs you of new calls.

Access the main menu...

OK	If the handset is off, press OK to switch to standby
OK	If the handset is in standby, press OK to access the main menu
◌	Turn the wheel to view options on the display
OK	Press to select an option

Options in the main menu

Phonebook… Access the built-in Phonebook.

Keypad lock?… Lock the handset keypad. Refer to page 16 for further information

Silence?/Silence off?… Mute/reconnect the ringing of the handset. If you mute the ringing of the handset, 'Silence' appears on the display. Incoming calls are still registered in the Calls list.

Delete Calls list… Delete the entire content of the Calls list. Refer to page 14 for information about the Calls list.

Settings… Refer to page 22 for information about the *Settings* menu.

If you wish to access the main menu without viewing new call information, simply turn the wheel.

Display of new, unanswered calls

While the handset is in standby, the display informs you of any unanswered calls you have received. The menu disappears when you have seen the calls, and the call information is moved to the Calls list. You can cancel the display of new calls via the *Settings* menu.

'3 new calls' appears in the display...

OK	Press to see the caller number, the time and the date of the newest call. If the name is stored in the Phonebook, the name is shown instead of the number
◌	Turn the wheel to see the other calls
C	When you have seen the new calls, press C to leave the menu

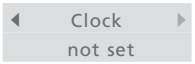
Important information on the display

While the phone is in standby, the *Information* menu informs you that conditions exist which impede or otherwise affect the optimal use of your phone. The *Information* menu appears on the display while the handset is in standby as long as the conditions apply.

'Information' appears in the display...

OK Press to be able to see the information

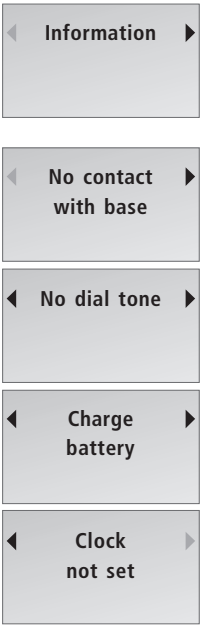
Turn the wheel to see the information



OK Press to be able to adjust relevant settings

Turn the wheel to adjust settings, and press OK to store them

OK



If you wish to access the main menu without viewing the information, simply turn the wheel.

Daily use

Make and answer calls

Press the ☎ button to start and end a call. During the call, the phone displays the duration of the call and the number or name of the person called. If you do not wish to answer a call, you can mute the ringing signal.

A black line appears at the bottom of the display during active calls. A grey line indicates an active call by a phone on the same line, and a blinking black line indicates an incoming call.

To get a dial tone before entering the number, press ☎.

You can mute the ringing signal for all incoming calls via the *Silence?* menu. Refer to page 8 for further information.

Make and end calls…

0 – **9**	Enter the telephone number
◌	If you want to edit the number, turn the wheel
C	to move the cursor to the immediate right of the digit in question and press C to delete it. Otherwise…
☎	Press to make the call. The call time is shown, and if the name is stored in the Phonebook, the name is shown as well
☎	Press to end the call. Alternatively, place the handset in the base

Answer a call…

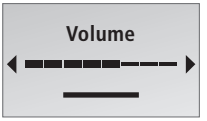
☎	Press and then answer the call
☎	Press to end the call. Alternatively, place the handset in the base

Mute the ringing of a single incoming call…

C	Press to mute the ringing signal

Volume and the microphone

During a call, you can adjust the volume level with the wheel. You can also switch off the microphone, if you do not wish the person on the phone to overhear a conversation you are having with a person in the room.



A selected volume setting – with the exception of the two highest settings – applies to all subsequent calls until the next time you adjust the volume.

If the microphone is muted, the handset beeps at short intervals.

Turn the handset volume up or down…

Turn the wheel to adjust the handset volume

Turn the microphone on or off…

OK

Mic. off?

Press to open the display. If the microphone is on, the display prompts you to switch it off, and if it is off, you are prompted to switch it on

OK

Press to select the displayed setting

You can make Phonebook entries easier to find. For example:

Mary & Robert
B&O Michael
L_Jane

– When entering couples' names, put first names in alphabetical order;
– When entering names of colleagues, put the company name first;
– When entering the names of childrens' friends, start with the child's first initial.

To switch between upper and lower case letters while entering a name, select 'A_a'. To be able to select national characters, select '$@_a$' . To switch back from the list of national characters, select 'A_a'.

Refer to *Use the Phonebook* on pages 17–21 for more information about how to use the built-in Phonebook.

Store a number after a call

After a call, you are prompted to store the number in the Phonebook, provided it is not already there and the Phonebook is not full. You can also enter a name with the number. The Phonebook can contain 200 entries of maximum length, and more than 200 if you keep your entries short.

After a call…

692288
Enter name?

The display prompts you to store the number and enter a name. If you do not wish to store the number, simply press C or place the handset in the base. Otherwise…

OK

Press to store the number. You can then enter a name

Enter name:
🗀A_a ABCDEFGHIJK…

Turn the wheel to select letters for the name

OK

Press to store the selected letter

Finish 'typing' the name

To store an entry, turn the wheel to move the cursor to the file cabinet symbol (🗀) and press OK

OK

Search the Phonebook and make a call

You can search directly for a name or number from the entire list of names in the Phonebook. If you have stored many entries in the Phonebook, you can find a name and number by searching for names beginning with a particular letter.

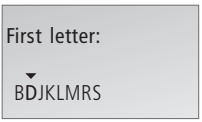
Search the entire Phonebook…

◌ While the phone is in standby, turn the wheel to search through the entire Phonebook

📞 Press to make a call

Search for a name by its first letter…

OK While the phone is in standby, press OK to access the main menu



OK Press OK to access the Phonebook

◌ Turn the wheel to select the first letter. Only letters with corresponding entries appear

OK Press to search through names beginning with the letter you selected

◌ Turn the wheel to search through the names and

📞 press 📞 to make a call

View the number stored with a name…

OK Press when you have selected a name from the Phonebook

◌ Turn the wheel to select 'View details?' and press

OK OK

Call information – outgoing calls and completed incoming calls

The Calls list stores the last 24 telephone numbers you have called or received calls from. You can also view the time, date and duration of each call. If you have entered a name in the Phonebook, this is displayed instead of the number. The Calls list is in chronological order, starting with the newest calls. Outgoing and incoming calls to and from the same number appear once in the list.

indicates an incoming call, and indicates an outgoing call. If you have received unanswered calls, the number of calls received from a particular number appears instead of the call time.

You can store telephone numbers from the Calls list directly in the Phonebook. Refer to page 20 for further information.

You can delete the entire contents of the Calls list via the main menu. Refer to page 8 for further information.

Call from the Calls list…

≣	Press to access the Calls list
◌	Turn the wheel to select a name or number
✆	Press to call

Delete a specific number from the list…

◌	Turn the wheel to select the name or number
OK	and press OK
◌	Turn the wheel to select ‘Delete?’ and press OK
OK	to delete the selected entry

View details about individual calls…

OK	When you have selected an entry from the Calls list, press OK
◌	Turn the wheel to select ‘View details?’ and press
OK	OK. The time and duration of the most recent call are shown, as is the number of calls

Call information – new, unanswered calls

Numbers you have received unanswered calls from are stored in the *New Calls* menu. If the number is in the Phonebook, the name is shown instead. Identical numbers are stored only once in the menu, i.e. the most recent call. The menu shows information about who called, the number of calls and the time the calls were received. Call Information is moved to the Calls list after you view the call. If you don't wish to have new, unanswered calls to be moved to the Calls list, delete them from the *New Calls* menu.

The display informs you that you have new, unanswered calls…

2 new calls — Press OK to access the menu

OK

◌ — Turn the wheel to select a name or number and the Calls information is shown in the display

Make a call from the 'New Calls' menu…

◌ — Turn the wheel to select a name or number

📞 — Press to call

Delete a new call from the 'New Calls' menu…

◌ — Turn the wheel to select the name or number

OK — Press to view your options

◌ — Turn the wheel to select 'Delete?' and press OK

OK — to delete the selected entry

You can store telephone numbers from the *New Calls* menu directly in the Phonebook. Follow the same procedure in the *New Calls* menu as you would in the Calls list. Refer to page 20 for further information.

Display of Caller ID information requires a subscription to the service with your telephone company. If Caller ID is not possible, the following information is sent out by the phone company:

– 'Anonymous call'… calls from withheld numbers.
– 'Caller ID not possible'… Caller ID information is not supplied, or is unavailable for technical reasons.

If you do not want to be informed of new calls, you can cancel the display of new calls via the *Settings* menu. Refer to page 22 for further information.

Lock the handset keypad

Note that it is possible to use a locked handset immediately upon ending an incoming call. This can be useful if, for example, you wish to store the caller's name and number in the Phonebook. If, however, you do not use the handset keys or the wheel for a period of several seconds, the handset keypad locks again automatically.

You can lock the keypad to avoid inadvertent key activation when, for example, you carry the handset in a pocket. If you lock the key pad, you can answer calls, but you have to unlock the keypad to make a call.

Lock the handset keypad...

OK	While the phone is in standby, press OK to access the main menu
	Turn the wheel until *Keypad lock?* is shown and
OK	press OK. The keypad is locked

Unlock the handset keypad...

OK	While the phone is in standby, press OK
	Turn the wheel to select 'Unlock keypad - Yes?'
OK	and press OK

Enter a new name and number in the Phonebook

At any time, you can store a name and number in the Phonebook. A number can contain up to 30 digits, and a name up to 16 characters. The Phonebook can contain 200 entries of maximum length, and more than 200 if you keep your entries short.

Enter a number...

0 – **9** Enter the telephone number

692288

OK Press to be able to enter a name

692288
Call?

Turn the wheel to select 'Enter name' and press OK. You can then enter a name as described below

Enter name?
OK

Enter a name...

Turn the wheel to select the characters for the name

A$_a$ ABCDEFGHIJK...

OK Press to store the selected character

Finish 'typing' the name

To store an entry, turn the wheel to move the cursor to the file cabinet symbol (⊟) and press OK

OK

To switch between upper and lower case letters while entering a name, select 'A$_a$'. To be able to select national characters, select '@$_a$'. To switch back from the list of national characters, select 'A$_a$'.

Edit a name or number in the Phonebook

You can edit numbers or names in the Phonebook at any time. When editing a number, place the cursor to the right of a digit, delete it, and enter a new digit. When editing a name, delete characters in reverse order before replacing them with new characters.

Press the C button to delete the digit or letter to the left of the cursor.

To switch between upper and lower case letters while entering a name, select 'A_a'. To be able to select national characters, select '$@_a$'. To switch back from the list of national characters, select 'A_a'.

◌	While the phone is in standby, turn the wheel to search through the entire Phonebook
OK	Press to select an entry to edit
◌	Turn the wheel to select 'Edit?' and press OK
OK	

Edit a telephone name and number…

◌	Turn the wheel to a digit in the number
C	Press to delete a digit
0 – **9**	Enter new digits in the number
OK	Press to be able to store the number

◀ Number OK? ▶

OK	Press to confirm. You can then edit the name
◌	Turn the wheel to select the letters for the name
OK	Press to store the selected letter, or…
C	Press to delete letters

Store the changed name…

◌	Turn the wheel to move the cursor to the file
OK	cabinet symbol (🗄) and press OK

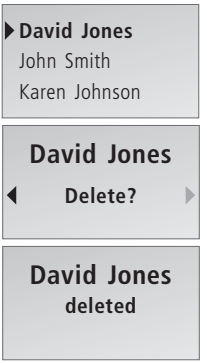
Delete a name and number in the Phonebook

You can delete names and numbers stored in the Phonebook at any time, thereby keeping the Phonebook updated and minimising the time you spend searching for a number.

◌ While the phone is in standby, turn the wheel to search through the entire Phonebook

OK Press to select an entry to delete

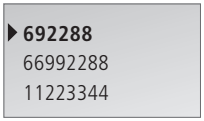
◌ Turn the wheel to select 'Delete?' and press OK
OK

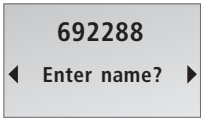


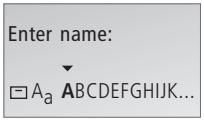
Store numbers from the Calls list

Telephone numbers from the Calls list can be stored and named in the Phonebook.

≣	Press to access the Calls list. The newest number in the list is shown in the display
◌ **OK**	Turn the wheel to select the desired number and press OK
◌ **OK**	Turn the wheel to select 'Enter name?' and press OK to store the number in the Phonebook
◌	Turn the wheel to select characters for the name
OK	Press to store the selected character
	Finish 'typing' the name
◌ **OK**	To store the name, turn the wheel to move the cursor to the file cabinet symbol (🗄) and press OK







Numbers which appear in the Calls list as names are already stored in the Phonebook.

To switch between upper and lower case letters while entering a name, select 'A_a'. To be able to select national characters, select '$@_a$'. To switch back from the list of national characters, select 'A_a'.

Call and store extension numbers in the Phonebook

If you want to make a call to an extension number, insert a pause before the extension number. Store the main number, the pause and the extension number in the Phonebook, and give the number a name. You can then call the number from the Phonebook.

Call an extension number directly…

0 – **9** Enter the main telephone number

Press to make the call, then wait for a connection

0 – **9** Enter the extension number

Press to end the call

Store an extension number in the Phonebook…

0 – **9**
OK Enter the main telephone number and press OK

Turn the wheel to select 'Enter pause?' and press
OK OK

0 – **9**
OK Enter the extension number and press OK to store the entry in the Phonebook. You can then name the entry, as described on page 17

Call an extension number from the Phonebook…

Turn the wheel to search through the Phonebook

Press to call the main number

Continue?

OK Press to call the extension number

Preference settings

The *Settings* menu

The *Settings* menu contains several options which allow you to connect, disconnect or adjust functions. The options and the functions they affect are described below.

Choose settings in the menu…

OK	While the phone is in standby, press OK to access the main menu
	Turn the wheel until *Settings* is shown and press
OK	OK
	Turn the wheel until the desired menu is shown,
OK	such as *Time and date*, and press OK to access the menu
	Turn the wheel to select a setting and press OK
OK	to store it

The *Settings* menu options

Ringer level… There are four options for ringer volume level. To hear a sample, turn the wheel to an option and wait.

Ringer melody… 8 different ringing signal melodies are available. To hear a sample, turn the wheel to an option and wait.

Time and date… Set the clock, the date and the year.

Handset name… Give the handset a name up to 16 characters long.

Display news… Set the flashing of the handset's indicator light and the display of new, unanswered calls. Options are 'On' and 'Off'.

Language… Select the language of the display text.

Technical data

Range	The phone has a range indoors of up to 50 metres, and outdoors of up to 300 metres. However, both figures are dependent on conditions
System	DECT
Power supply, Base	230V AC
Power supply, Handset	NiMH batteries, 700 mAh
Power output	(EIRP) 250 mW/10 mW

About BeoCom 4

BeoCom 4 is intended for use on the public analogue network. The phone supports Caller ID, as long as this automated service is offered by your telephone company. Not all supplementary services offered by the different service providers are available in all countries.

The phone can only be expected to function in the country for which it was manufactured, as transmission systems, legal requirements and automated services may vary from country to country. The packaging will state for which country your BeoCom 4 is manufactured. The national identity letters can be found above the lowest bar code on the label.

If you are in any doubt about the use of your BeoCom 4, please contact your retailer for further information.

Struer, 16-08-2002

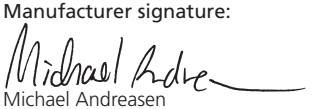
DECLARATION OF CONFORMITY

Hereby Bang & Olufsen declares that BeoCom 4 is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC and the following harmonised standards:

EN 41003 (1998)
EN 60950 (1992)+A1(1993)+A2(1993)+A3(1993)+A4(1997)+A11(1997)
ETS 300329 (1997)
TBR 6

Category:	Cordless Telephone
Model:	BeoCom 4
Manufacturer:	Bang & Olufsen Telecom a/s Kjeldsmarkvej 1 DK-7600 Struer

Manufacturer signature:



Michael Andreasen

Project Manager, Telecom approvals

Conditions of the guarantee

Each Bang & Olufsen product purchased from an authorised Bang & Olufsen retailer carries a guarantee against defects in workmanship and materials. The guarantor is the authorised Bang & Olufsen retailer or subsequently the national Bang & Olufsen representative. The guarantee period is 24 months.

As Bang & Olufsen phone products only function in the country for which they were produced, the guarantee only applies in that country. This is due to the variations in transmission systems and legal requirements from country to country. The guarantee does not cover damage due to accidents, including damage by lightning, fire, water and transport damage, misuse or negligence. Bang & Olufsen is not responsible for any indirect loss, including any consequential loss.

The guarantee does not cover the replacement of e.g. batteries. There is a 24-month right of claim on replaced and repaired parts.

The guarantee is annulled if the product is repaired or modified other than by a person authorised by Bang & Olufsen or if the serial number has been removed from the product.

For the guarantee to be valid, a document is normally required stating the following:
– *Product name and type number*
– *Serial number*
– *Date of purchase/delivery*
– *Guarantee period*
– *Stamp and signature of an authorised Bang & Olufsen retailer*

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For your information…

Your needs as a user are given careful consideration during the design and development process of a Bang & Olufsen product and we strive to make our products easy and comfortable to operate.

Therefore, we hope that you will take the time to tell us about your experiences with your Bang & Olufsen product. Anything which you consider important – positive or negative – may help us in our efforts to refine our products.

Thank you!

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CE 3507319 0303 Printed in Denmark by Bogtrykkergården a-s, Struer

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